

HANDBOOK

CHANCE 3
TRAVEL

17. BAGGAGE

a. FREE BAGGAGE

- (1) The free baggage allowance on adult fare tickets to overseas areas is currently as follows:

<u>MODE OF TRAVEL</u>	<u>BAGGAGE ALLOWANCE</u>
Air	66 pounds
Rail to P.O.E.:	
Trans-Atlantic	150 pounds
Trans-Pacific	350 pounds
Sea	350 pounds (or 25 cubic feet)

- (2) The free baggage allowance on adult fare tickets for domestic air transportation is 40 pounds.
- (3) The free baggage for children (for overseas and domestic travel) is in proportion to the amount of adult fare paid.
- (4) When overseas travel is performed by sea transportation, and rail transportation is involved in traveling to the port of embarkation, the traveler must take advantage of the free weight allowance for baggage allowed by the railroad and check his baggage through on his rail ticket. Employees traveling to east coast ports should check their baggage through to the steamship pier. When the traveler has obtained his rail ticket he should take his baggage to the railway terminal and make arrangements to have his trunks and heavy baggage forwarded direct to the steamship pier five to ten days in advance of sailing. Transfer charges from railway terminal to the steamship pier must be paid at the time the traveler makes arrangement for the transportation of his baggage. The traveler must pay for this service for which he may claim reimbursement on his travel voucher. Employees traveling to west coast ports must claim their baggage at the destination rail terminal and make arrangements for having it moved to the steamship pier. Reimbursement for transfer charges paid may be claimed on his travel voucher. Trunks and similar containers should be labeled on the ends using the tags and labels supplied with the rail ticket at the time it is turned over to the traveler. All baggage should be plainly marked with the names of the traveler, name of vessel, date of sailing and information indicating whether the baggage is to be placed in the stateroom or in the hold of the vessel.

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- (5) Passengers must call at the steamship baggage master's desk on the pier to inquire about their baggage before going aboard ship.
- (6) A reasonable amount of hand baggage (an amount which can be carried by the individual and which will fit conveniently into the type of accommodations to be used) may, in most cases, accompany the traveler on the train and in his stateroom aboard ship. Allowable amounts of hand baggage usually are not charged against free weight allowances.

b. AUTHORIZED EXCESS BAGGAGE ALLOWANCES

- (1) Authorized excess baggage allowances are set forth in Regulation No. [] Baggage. Baggage does not include chinaware, furniture or other items of household goods and effects.
- (2) In some instances, commercial air carriers charge less to ship accompanied baggage than unaccompanied baggage. Employees authorized to ship baggage by air in excess of the free allowance should, at the time such baggage is turned over to the air carrier for shipment, ascertain and utilize the method of shipment which is the most economical.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

15/
L. K. WHITE
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DISTRIBUTION: AB

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